

DIRECTOR OF HUMAN RESOURCES

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs difficult professional and administrative work planning, directing, managing and administering a comprehensive human resources program; does related work as required. Work is performed under limited supervision. Supervision is exercised over all department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, directing, organizing and developing human resources programs; administering wage and salary program; coordinating employee relations; overseeing recruitment activities; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, directs, manages and administers a comprehensive human resources program including recruitment and selection, employee relations, benefits, EEO/AA, training, performance planning, evaluation and management, classification and compensation, grievance administration, teacher certification and record keeping.
- Ensures compliance with federal, state and local personnel laws/procedures.
- Develops, interprets and implements personnel policies and procedures.
- Provides technical guidance and assistance to the Board of Supervisors, School Board, County Administrator, Superintendent of Schools and other entities such as department heads/constitutional officers, school principals, supervisors/managers and line employees.
- Provides analysis and interpretation of data; oversees and participates in the preparation of various reports.
- Develops and implements strategic long and short term initiatives pertaining to the department.
- Assigns work; allocates resources; establishes operational priorities for programs and services.
- Assesses human resources programs and functions for effectiveness; implements changes as needed.
- Supervises department staff; evaluates work performance of staff.
- Serves on the Superintendent's Cabinet contributing to planning of school division strategic initiatives.
- Attends Board of Supervisor and School Board meetings serving as lead staff on human resources issues.
- Prepares, executes and monitors departmental budget.
- Conducts training sessions on various human resources topics.
- Serves on various boards and committees.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the philosophies, principles and practices of public human resources administration, including wage and salary administration, training, employee relations and fringe benefits program; thorough knowledge of local government organization and administration; ability to express ideas effectively both orally and in writing; ability to analyze facts and prepare detailed recommendations and reports; ability to plan, supervise and review the work of subordinates; ability to establish and maintain effective working relationships with government officials, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with a major course work in personnel management, public administration or related field and extensive increasingly responsible experience in personnel management.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.